

831009/13/02

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: DEBT ADMINISTRATOR

DEFINITION

Under general direction of the Finance Director, to plan, organize and implement the activities of a centralized debt administration and assessment district programs; to provide technical assistance to departments in developing debt financings; to monitor and report on activities after issuance, to provide accounting expertise on debt issuance, and to perform other related duties as required.

REPORTS TO: Finance Director

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Establish guidelines and policies for the issuance of long term debt.
- Participate in decision process for determination concerning debt issuance and if other methods of financing will be used.
- Analyze alternative methods/costs of financing.
- Lead the development and negotiation of debt issues, including the structuring, flow of funds, call dates and other necessary elements.
- Review and prepare bond issue documents.
- Meet with bond counsel, underwriters, trustees, developers and the public regarding the various aspects of a bond offering transaction and assessment districts and make necessary decisions on behalf of the City.
- Establish adequate records of all bond sales, including covenants, call dates and updates as required.
- Prepare accounting entries after a bond sale to insure proper allocation between various accounts.
- Prepare and/or review and analyze financial and City budgetary information.
- Prepare all needed debt service schedules.
- Insure principal and interest payments are made on time and to the proper entity.
- Monitor authorized purchases, dates for purchases and other requirements required by the bond covenants.
- Establish follow-up procedures for special assessment districts to insure necessary engineering and other work is done each year for the annual assessments.
- Coordinate as necessary with the County Auditor for assessments.
- Prepare financial statements and reports on debt assessments to various organizations.
- Coordinate the preparation of information for rating agency or insurance company meetings on debt issuance.
- Review state and federal legislation relative to debt issuance and make recommendations for City action.

- Analyze cost benefits related to issuance to tax free debt vs. taxable debt.
- Execute and monitor bond investments to insure that arbitrage calculations can be made and if necessary; excess funds rebated.
- Supervise technical and administrative support staff.

QUALIFICATIONS

Knowledge of:

- Debt issuance.
- Laws, rules, and regulations regarding the issuance and administration of debt and arbitrage rebate procedures.
- Accounting treatment of refundings and new money issuance. Various financing methodologies.
- Modern office practices and standard office and accounting equipment.

Ability to:

- Actively participate in all aspects of debt issuance, assessment districts, and administration activities.
- Prepare and monitor property acquired through Certificates of Participation including substitutions, meeting dates for acquisition and preparing requisitions for reimbursement.
- Prepare and maintain debt schedules.
- Review and alter bond documents such as indentures, loan agreements, and official statements.
- Analyze revenue projections, and expense from various sources.
- Understand and interpret laws, rules and regulations.
- Communicate clearly and concisely, orally and in writing.
- Deal with professional people from various firms dealing with debt issuance and assessment districts.
- Operate a personal computer as related to job functions.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course in accounting, business or public administration, finance or closely related field.

Experience: Four years of professional experience in accounting, investment banking, or finance, including experience in municipal investment banking, private sector debt issuance or municipal debt issuance.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Debt Administrator

TO: